Proposal Application Requirements

Proposals <u>must</u> meet <u>all</u> of the following requirements to be considered. Incomplete proposals will not be considered. There will be no exceptions to either the submission deadline or other submission requirements. If you have questions about these requirements, please contact the JFSP Program Office for clarification (Becky Jenison, 208.387.5958; John Cissel, 208.387.5349).

1. Proposal Submission – Proposals must be submitted electronically via the JFSP website (www.firescience.gov). Proposals should not be submitted in Grants.gov. Hard copy or facsimile proposals will not be accepted.

- Proposers must have a login and password to access the JFSP database to submit a proposal. Requests for access will be processed in approximately 24 hours.
- Only the PI can submit the proposal.
- Proposals can be saved in the JFSP system and submitted later if prior to the closing date and time. Submitted proposals can be reverted back to final draft by the PI prior to the closing date. If you revert a proposal back to draft you must resubmit the proposal before the closing date and time.
- The JFSP proposal submittal system will not allow proposals to be submitted after the closing date and time.

2. Contacts – Proposals must have the following contacts (see "Definitions") assigned to a proposal to be submitted:

- Principal Investigator (only one Principal Investigator can be assigned)
  - PI institution will receive funding from JFSP and will be responsible for processing sub-awards to cooperating institutions, unless a federal cooperating agency is receiving funds.
- Federal Cooperator
  - JFSP proposals no longer require a Federal Cooperator if the PI is from a University or a non-profit organization. However, if a federal agency is requesting funding, or if the work is being completed through a private business, or has international involvement, then you must have a Federal Cooperator and funding will go through the federal cooperating agency. If the Federal Cooperator is from the Forest Service they must be from a Forest Service research station.
  - It is the PI's responsibility to ensure a Federal Cooperator is listed as a contact on the contacts tab, if necessary.
- Budget contact
  - Budget contact must be from the institution receiving funds from JFSP. If a federal agency is requesting funds the budget contact must be from the federal cooperating agency. This person is responsible for ensuring the budget is correct prior to proposal being submitted and is willing to facilitate the transfer of funds, if necessary.
- Grants and agreements contact
  - Grants and agreements contact must be from the institution receiving funding from JFSP. If a federal agency is requesting funds the grants and agreements contact must be from the federal cooperating agency. This person must be willing to facilitate the

receipt of funds and execution of any sub-agreements or contracts necessary if your proposal is funded.

- All contacts must be entered on the contacts tab in the JFSP database by the Principal Investigator. Contacts must be registered and have a profile in the system to be added as a contact. If you have registered in the past you will still be in the system. New profiles may take up to 24 hours to be created.
- It is the responsibility of the individual contacts to ensure that the contact information in the JFSP electronic submission system is correct, including affiliation, e-mail, phone number and address.
- Co-PIs and collaborators are not required on a proposal; however, if they are involved with a proposal they must be entered on the contacts tab.

3. Confirmation Page – When you submit your proposal you will receive a confirmation page. We highly recommend that you save or print this page for your records. You should receive an e-mail from the JFSP Program Office letting you know that your proposal has either been forwarded for review, or rejected for not meeting administrative requirements. If you do not receive this e-mail by December 17, 2010 you should fax or e-mail your confirmation to Becky Jenison at Becky_Jenison@blm.gov or Fax: 208-387-5960 as soon as possible. **If you do not receive this confirmation page you have not submitted your proposal correctly**.

4. Attachments – All required documents must be attached before the proposal is submitted. Attachments over the page limit cannot be submitted. Extra graphs and text are not permitted and will not be reviewed.

      Required attachments
- Attachment 1 – Details tab
  - The body of the proposal (must use required template)
- Attachment 2 – Details tab
  - C.V.s of the PI (2 page maximum) and co-PIs (1 page maximum)
  - Letter(s) of support (optional)
  - Salary justification (may be required, see below)
- Attachment 3 – Budget tab
  - Budget format (must use required template)

5. Budget – Budget summary numbers must be input in the JFSP database on the budget tab and the budget detail must be attached the spreadsheet template provided. Proposals cannot be submitted without completing these required fields. **NOTE**: This is a change from prior year business practices.

Budgets must be reviewed by your budget contact to ensure all costs have been included and the budget is correct. JFSP will not provide additional funds to cover errors discovered after the proposal submission deadline.

6. Task Statement – Proposals that do not clearly and directly meet the intent of the task statement selected will not be considered for funding. Please make sure you are submitting your proposal to the correct task statement in the system.

7. Format – Proposals not following the required template will not be considered. Proposals must use an 11 point font or larger. Additional guidance is in the proposal instruction document.

8. Page Limits – Proposals (Attachment 1 on the details tab) exceeding the page limit cannot be submitted. Page limits may vary by task statement; check the page limit in the JFSP database for each specific task statement.

9. Project Location - Project location fields must be completed on the location tab for a proposal to be successfully submitted. Instructions are listed on the project location tab.

10. Signatures – Handwritten signatures are no longer required. When Principal Investigators (PIs) submit proposals they will be prompted to input their password. By typing in the password PIs certify that "All contacts on this proposal have reviewed the proposal and understand what their role requires. As the Principal Investigator I am certifying that the budget contact and grants and agreements contact have reviewed the budget and are prepared to receive funds from JFSP and execute sub-agreements or contracts if the proposal is funded."

11. Indirect Costs – JFSP will not consider proposals asking for more than 20% indirect costs and/or more than 10% pass-through costs.

12. In-kind Contributions – JFSP does not have a standard ratio or minimum requirement for in-kind contributions. However, in-kind contributions are an evaluation factor.

13. Support Letters – Support letters are encouraged, but not required. Support letters are useful if they show understanding of the proposed work and the author articulates how the work will benefit them. Support letters that appear to be ghost-written by the PI or are form letters are much less useful. If submitted, letters must be attached as part of Attachment 2. Support letters sent by hard copy or email directly to JFSP will not be considered.

14. Salary Justifications - Salary justifications are only required if the proposal is requesting funds for salary of permanent or tenured employees for a portion of the year normally covered by permanent or tenured funding. If required, salary justifications must contain all of the requested information and be signed electronically by the supervisor of the individual requesting salary coverage. Salary justifications must be attached as part of Attachment 2.

15. Past-due Projects – No proposals will be considered if the work will include a PI or Co-PI who is a PI or Co-PI on a JFSP project that is past due as of the closing date of this announcement. See the JFSP website for the complete JFSP past due and extension request policy.